

SUFFOLK COUNTY WORKFORCE DEVELOPMENT BOARD

BYLAWS

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BYLAWS OF THE SUFFOLK COUNTY WORKFORCE DEVELOPMENT BOARD

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**BYLAWS OF THE SUFFOLK COUNTY
WORKFORCE DEVELOPMENT BOARD**

ARTICLE I. GENERAL PROVISIONS

Section A. Official Name and Address of the Organization

The name of the organization shall be known formally as the Suffolk County Workforce Development Board for all correspondence, contracts, and documents pertaining to the local entity under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The Suffolk County Workforce Development Board is established by the Suffolk County Executive and certified by the Governor of New York, pursuant to WIOA.

The Suffolk County Workforce Development Board shall have its principal office at Building No. 17, North County Complex, Veterans Memorial Highway, Hauppauge, New York 11788 and its mailing address at P.O. Box 6100, Hauppauge, New York 11788-0099 for all agreements, documents, and official correspondence.

Section B. General Organization & Charter Statement

The Suffolk County Workforce Development Board is established in response to the provisions specified in WIOA enacted by Public Law 113-128 to set policy for the portion of the statewide workforce system within the County of Suffolk.

In partnership with the Suffolk County Executive, the Suffolk County Workforce Development Board will develop the Local Workforce Development Plan with the purpose of providing workforce activities that increase the employment, retention, and earnings of participants, increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the local economy.

The composition, functions, and responsibilities of the Suffolk County Workforce Development Board are established by Public Law 113-128 and any amendments thereto, the applicable Federal Regulations, and the Local Workforce Development Area Agreement (Agreement). The Agreement is the local legal authority for the partnership and constitutes the scope and duties of the local Workforce Development Board, which acts in partnership with the Chief Elected Official.

Section C. Authority of Board

The Suffolk County Workforce Development Board hereinafter referred to as the Board, functions as a joint partner with the Chief Elected Official (hereinafter referred to as the CEO) pursuant to Public Law 113-128 and the regulations promulgated thereunder which implement WIOA within the Suffolk County Local Workforce Development Area (LWDA). The Board shall act on behalf of the LWDA and shall provide policy guidance for and exercise oversight of the LWDA as set forth in WIOA.

Section D. Functions of Board

Within the Local Workforce Development Area, the Board functions in partnership with the CEO to fulfill the goals and objectives of the local One-Stop System, the tenets under WIOA, and the responsibilities stated in their Charter Statement. At the minimum the CEO and the Board or designated Board staff shall:

1. Develop the Local and Regional Plan and conduct oversight of the One-Stop System, youth activities, and employment and training activities under Title I of WIOA. The Board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
2. Conduct workforce research and regional labor market analysis.
3. Lead efforts to engage with a diverse range of employers and entities in the region to promote business representation; to develop effective linkages with employers to support utilization of the workforce system; to ensure that workforce investment activities meet the needs of employers and support economic growth in the region; and to implement proven and promising strategies.
4. Negotiate local performance accountability measures.
5. Designate and/or certify One-Stop operators with the agreement of the CEO.
6. Identify eligible training providers, providers of career service and youth organization based on recommendations from Board members and the Youth Standing Committee as well as locally developed performance and labor market information.
7. Develop a budget (with the grant recipient) for the activities in the local area, consistent with the local plan and duties of the Board.
8. Lead efforts, with representatives of secondary and postsecondary education programs, in the local area to develop and implement career pathways within the local area.
9. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers.
10. Coordinate activities with education and training providers in the local area, including workforce, adult education and literacy, career and technical education, and Vocational Rehabilitation activities. Specifically this includes reviewing applications to provide adult literacy activities under Title II to determine whether applications are consistent with the local plan, and implementing cooperative agreements with Vocational Rehabilitation agencies to enhance provision of services to individuals with disabilities.

11. Lead efforts in the local area to identify, promote, and disseminate proven and promising strategies and initiatives to meet the needs of employers and workers. The Board will assess the One-Stop for accessibility for individuals with disabilities.
12. Provide provision of program oversight and consumer choice requirements, in partnership with the CEO.

Section E. Purpose of the Board

The Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Board serves as a strategic convener to promote and broker effective relationships between the CEO and economic, education, and workforce partners.

The Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Board's role to integrate and align a more effective, job-driven workforce development system.

ARTICLE II. MEMBERSHIP PROVISIONS

Section A. Appointment of Members and Membership Composition

It shall be the sole responsibility and authority of the CEO to appoint members to the Board. The CEO shall appoint members to the Board from the enumerated categories of Section 107 of WIOA and in compliance with the applicable federal regulations. Members shall be appointed to the Board and retain membership at the pleasure of the CEO. The CEO shall establish the initial and any subsequent duration of membership. The notification of appointment and the term of service shall be provided by the CEO as written correspondence. Term appointments will be staggered and may be considered for re-appointment.

1. The Board shall be comprised of representatives of private sector business and public sector organizations from the local region. A simple majority of the members of the Board shall be representatives from the private sector.
2. Members shall live in or be employed in Suffolk County. Removal from consideration of membership or forfeiture of existing membership shall occur if the above residency provisions cannot be met.
3. The Board shall be appointed by the CEO from the following categories:
 - (a) Representatives who are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing

businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations;

- (b) Representatives (20% of the entire Board) of the workforce within the local area must include one or more representatives of labor organizations and one representative from a joint labor-management apprenticeship program, or an apprenticeship program in the area (if it exists); may include representatives of community-based organizations with experience at addressing the employment needs of individuals barriers to employment and may include representatives of organizations with demonstrated experience addressing employment, training/education needs of eligible youth (including out-of-school youth);
- (c) One representative administering adult education and literacy activities under Title II must be included;
- (d) One representative of higher educational institutions (including community colleges) must be included;
- (e) Representatives of local educational agencies and community-based organizations with experience addressing education or training needs of individuals with barriers to employment may be included;
- (f) One representative of economic and community development entities must be included;
- (g) One representative of Wagner-Peyser programs must be included;
- (h) One representative of Vocational Rehabilitation programs must be included;
- (i) Representatives of agencies or entities administering transportation, housing, and public assistance programs; and representatives of philanthropic organizations may be included; and
- (j) Any other individuals or representatives of entities that the CEO may determine to be appropriate.

SPECIAL RULE – the one representative of adult education and literacy activities and the one representative of higher education must be appointed from among individuals nominated by local education and training providers or institutions, if there are multiple providers in the local area.

- 4. Support staff to the Board shall periodically review the composition of the Regulatory-required One-Stop Partners and other representatives of the public sector. They will make recommendations to the Board and CEO in order to maintain that portion of the Board's composition and appropriate representation.

Those recommendations may be submitted to an appropriate subcommittee for their review and disposition; and

5. Potential members representing the private sector shall be recruited by the members, the Board's support staff, or the standing or ad hoc committee members. These potential appointments will be submitted to the CEO for final disposition.

The CEO shall appoint all future members to the Board in the same manner as the inaugural members via a letter of appointment.

Section B. Membership Resignation or Termination

1. Membership shall be terminated in case of resignation, removal for cause, disqualification, non-compliance with the residency provisions, failure to attend the meetings of the Board or if found in direct violation of the Board's conflict of interest policy outlined in Section C. The right of a member to vote and all his/her rights and responsibilities in the affairs of the Board shall cease upon termination of membership.
 - (a) Members are subject to termination for failure to attend one-half (1/2) of the meetings annually and/or failure to attend three (3) consecutively scheduled meetings of the Board. It shall be assumed that members missing three consecutive meetings or more than one-half (1/2) of the meetings held annually, have other business commitments, which preclude active Board participation. Therefore, in order to maintain full representation, and in the best interest of the Board as a whole, said member will be notified of removal in accordance with provision stated in Article II, Section C-3 of these Bylaws.
 - (b) A designee appointed by a Board member may attend a Board meeting if the member is unable to attend the meeting. A Board member shall be considered "present" for all purposes of Board attendance and quorum requirements. The Board member may also vest in the designee the function of spokesperson for the member in order to present items germane to the purposes of the Board. However, for any business requiring a vote of the membership, only members present and voting may be considered, and said designee is not permitted to vote for the member. A designee may be appointed for no more than two (2) consecutive meetings.
 - (c) If neither the member nor the designee is able to attend, they shall so inform the Chair and/or Board support staff prior to the scheduled meeting date. The Chair or Board Director shall determine what constitutes an excused absence.
 - (d) The resignation or termination of any member shall be a matter of record and must be submitted to the CEO or his/her representative to ensure a prompt nominee for the new vacancy.

2. Any member may resign from the Board by submitting a written letter of resignation to the Chair of the Board and the CEO. The official and effective date of resignation shall be the date of receipt of the correspondence by the Chair of the Board. The Chair shall announce the member's resignation at the next scheduled meeting, cause same to be entered into meeting minutes and then determine quorum requirements for the meeting based upon the remaining members.
3. Any member or alternate may be removed from the Board by the affirmative vote of any two-thirds (2/3) of the members present at a duly constituted meeting for conduct detrimental to the interest of the Board or refusal to render reasonable assistance in carrying out the stated purposes of the Board. Any member proposed to be removed shall be entitled to at least five (5) working days written notice. The notice shall include the meeting date at which such removal is to be voted upon, and an offer to allow the member to be heard at such meeting. The meeting shall be held only after reasonable receipt of the notice can be presumed by mail or other applicable electronic method. Should the member not wish to appear before the Board, a vote shall be taken on the matter in his/her absence. In addition, the CEO may initiate the removal of a Board member if it is deemed to be in the best interest of Suffolk County.

Section C. Matters of Conflict of Interest

1. In compliance with the Federal WIOA Regulations at Section 107, Subsection (h), a member of a Board, or a member of a standing committee, may not vote on a matter under consideration by the Board regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
2. A Board member shall avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide to the Board Chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations which have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations shall be updated within 30 days to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information and advise the Board Chair and appropriate members of potential conflicts.
3. Prior to a discussion, vote or decision on any matter before the Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization or property that would be pecuniary affected by any official Board action, that member shall disclose the nature and extent of the interest or relationship and shall abstain from voting on or in any other way participating in the decision on the matter. All such abstentions shall be recorded in the minutes of the Board meeting.

4. The following definitions apply with regards to the Board's Conflict of Interest Policy outlined in Section C (1-3) above:
 - o Immediate family -- Any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.
 - o Substantial interest -- A person has a substantial interest:
 - A. in a business entity if:
 - i. the person owns 10% or more of the voting stock or shares of the business, owns 10% or more, or owns \$5,000 or more, of the fair market value of a business; or
 - ii. funds received by the person from the business exceed 10% of the person's gross income for the previous year;
 - B. in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or
 - C. if the Board member is related to a person in the first degree of affinity or consanguinity who has a substantial interest as defined in subparagraph (A) or (B) of this paragraph.

Section D. Voting Rights and Representation

1. It shall be the right of each Board member to deliberate and vote upon all matters which come before the Board during a duly constituted meeting except as provided in Article II - Section C relating to conflict of interest issues. If a quorum is present, absent members may vote by proxy. Proxy votes must be in writing, signed by the absentee member, and address the items of business that will be voted on during that meeting.
2. Any member may represent the obligations or interests of the Board as designee or spokesperson for the Board when authorized by the body or its executive officers.
3. All members of the Board may be elected to executive office [Chair or Vice Chair(s)] provided they are active members of the Board and fulfill the requirements for office under the provisions of the WIOA or Federal Regulations where applicable, or the Bylaws of the Board.
4. All authorized Board standing committees shall be chaired by Board members in good standing. In the event of the absence of the Committee Chair, and upon the vote of the committee members present, any Board member may assume the Chair pro-tempore to carry out the duties of the committee.
5. Any ad hoc subcommittee appointed by the Chair may have either Board members or other (non-Board) representatives appointed to membership on the subcommittee. Any member of an ad hoc committee may function as Chair at the discretion of the Board Chair and based on the authorized objectives of the ad hoc committee.

Section E. Term of Board Members

The initial term of Board membership shall be set by the CEO in the letter of appointment. In the case where a term (start/end) is stipulated in the appointment letter

and the CEO wished to reappoint a member to a subsequent term, the reappointment to the Board shall occur prior to the member's anniversary date to maintain continuity of membership and to avoid formal reapplication for Board membership. Board membership may be suspended or withdrawn at the discretion of the CEO after due deliberation or input of the Executive Officer(s) of the Board. As applicable, vacancies shall be filled in the same manner as the original appointment. Furthermore, all appointments or re-appointments shall be made in order to maintain compliance with federal and state statutes governing Board composition. Term appointments will be staggered to ensure only a portion of membership expires in a given year.

Section F. Membership Sunshine Provision

It is a tenet of Board membership that some members' information may be made available or provided to the public under the requirements of, and in compliance with, the "sunshine provisions" of federal and state laws. Such items may include posting a member's name and business or organization affiliation and address or other reasonable information on applicable web sites, publicity and news articles, Board announcements or other requirements, and to comply with any federal or state membership reporting requirements.

ARTICLE III. GENERAL MEETING REQUIREMENTS

Section A. Regular & Special Meetings

1. The Board shall meet no less than three (3) times per year at such place as the Board Chair may designate on the day set by resolution for the transaction of such business as may properly come before the Council.
2. Except in an emergency, the notice of a meeting stating the time, place and purpose(s) of the meeting shall be either mailed, e-mailed or faxed to each member not less than five (5) working days before.
4. At every meeting of the Board, each member shall be entitled to one (1) vote per issue. All elections and most customary issues shall be decided by majority vote of the persons present at a duly constituted meeting in which there is a quorum present. Any voting requirement for passage of an issue or item beyond a simple majority vote of the members shall be referenced in the Bylaws. For all votes requiring a 2/3 majority vote, it shall mean a 2/3 vote of the members present at a quorum meeting notwithstanding the special requirements of Article VIII (Bylaws Amendments & Standing Rules).
5. A special meeting of the Board may be called at any time by the Chair or by a written request signed by at least 1/3 of the members.
6. On any Board items or issues requiring a Board decision or approval within an abbreviated time frame which cannot wait until the next scheduled meeting, the Chair may call a special meeting, obtain the member's vote by telephone, e-mail, or fax survey, or request a majority decision from the Executive Committee. Those decisions or actions will represent the Board's official action on the matter at hand unless ratification by the Board is required at a subsequent meeting.

7. In the case of a vote taken by telephone, e-mail, or fax survey, the Chair shall announce the history and disposition of the item at the next scheduled meeting and have such results and/or resolutions recorded into the meeting minutes. In the case of any Executive Committee decision, the history, voting results and pro-term resolution shall be submitted to the full Board for a vote at the next regular Board meeting.

Section B. Customary Order of Business and Rules of Order

1. Order of Business

The general Order of Business for regular Board or special business meetings shall be the following:

- I. Call to order and announce official starting time of the regular Board or special business meeting by the Chair.
- II. Introduction of members, special invited guests or presenters and registered guests.
- III. Member roll call (if requested by a Board member questioning attendance to fulfill quorum or official meeting status).
- IV. Board Officers' opening comments or reports.
- V. Review and approval of previous meeting minutes.
- VI. Reports of Standing or Special Committees.
- VII. Sequential Agenda Items and/or Resolutions.
- VIII. Unfinished Business and General Orders (consisting of any carry-over items from the previous meeting).
- IX. New Business.
- X. Guest/program presentations and/or general address (may be sequentially moved to earlier or later into the meeting or tabled at the discretion of the Chair due to time constraints).
- XI. General announcements or comments from members and guests.
- XII. Adjournment and official time of closure of the meeting.

2. Rules of Order and Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Board in all cases for which they are applicable and in

which they are not inconsistent with these Bylaws, Federal, or State Regulations or any special Rules of Order the Board may adopt.

Section C. Quorum

A quorum shall consist of a simple majority of the currently appointed Board members and all authorized member's designees attending in their absence. Those members present and voting, and proxy votes shall be counted for any item requiring a vote. Authorized designees of members may not cast a vote. The members present at a duly authorized meeting at which a quorum was determined to be present may continue to transact agenda business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

Section D. Sunshine Provision for Meetings

Section 107 (B) 13 (e) of WIOA requires that "The local Board shall make available to the public on a regular basis through open meetings, information regarding the activities of the local Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of One-Stop Operators and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local Board." Additionally, all reasonable efforts must be made to ensure that meetings are held in facilities that permit barrier-free access to the physically handicapped.

In full compliance with the Act and with Suffolk County Executive Order No.15-2004, "Citizen's Public Participation Act":

- (1) Board meetings shall be made accessible to the public. Board meetings shall be posted in one (1) or more public locations via appropriate announcements. Additionally, the proposed Board meeting schedule will be posted to the local website. As applicable, and to meet WIOA requirements and regulations, a special purpose Board meeting announcement will be published in the legal notice section of a general circulation newspaper. Also, in accordance with Local Law 21-2010, meeting announcements will also be forwarded, via e-mail, to the County Executive's Office at least one week in advance for publication on the County Website Central Calendar. Examples of special purpose Board meetings would be the meeting to address the Five-Year WIOA Plan and any substantive annual WIOA Plan amendments.
- (2) The public has the right to address the Board. Public attendees interested in addressing the Board must submit their name and topic to be discussed in writing to the Board Chair or Coordinator prior to the start of the meeting. Each individual is permitted three (3) minutes to speak. An individual can relinquish their time to another speaker, but only for a total of six (6) minutes maximum per person.

ARTICLE IV. SPECIAL MEETING CONDITIONS

Section A. Conflict Resolution Process

In the event of a conflict or dispute arising from the One-Stop Partners or other members of the Board, the following process and procedures will be used to rectify the conflict and in the following sequential order:

- (1) The review of any applicable Memorandum of Understanding (MOU) or applicable written agreement between the parties for dispute resolution provisions. In all cases, those formal agreements will take precedence.
- (2) A two-thirds (2/3) majority of any applicable committee may make recommendations on dispute resolution.
- (3) The Board Chair may call a special meeting of the Boards' Executive Officers and the disputants to resolve the matter; or may submit the dispute to the full Executive Committee or the Board at a regular or special meeting.
- (4) If it remains unresolved, the Board Chair and Executive Officers may submit their findings of fact on the dispute to the CEO for a final resolution at the local level.

Section B. Maintenance of Records

The CEO shall appoint the support staff for the Suffolk County Workforce Development Board. At the present time, the CEO has designated the Suffolk County Department of Labor, Licensing & Consumer Affairs (SCDOLLCA) Planning and Project Management (PPM) Unit as technical support to the Board. Accordingly, the PPM Unit and the Workforce Development Board (WDB) Coordinator will be responsible for maintaining the written records for all matters related to the composition, operation, formal deliberation or resolutions and actions of the Board, it's Youth Standing Committee and any formalized committees for seven years. The Board Chair and Chair of the Youth Standing Committee, all standing committees or ad hoc committees, shall retain copies of any appropriate files and information relevant to their functions notwithstanding the official Board files maintained within the PPM Unit for seven years. The PPM Unit, as support staff, shall keep the minutes of Board meetings and Committee meetings. Although verbatim minutes are not required to be taken, minutes must be taken and must include a record or summary of all: names of members present, names of speakers at the meeting, motions, proposals, resolutions, and any other matter formally voted upon, including the result of any vote taken. PPM Unit staff shall provide a copy of the minutes to each member and the general public, when requested and in compliance with applicable regulations. Meeting minutes will also be forwarded to the County Executive's Office within two weeks, in satisfaction of requirements of Local Law 21-2010.

Section C. Expenses, Grants and Donations

1. Members and alternates shall not receive a salary from the County of Suffolk or the SCDOLLCA for attendance at meetings of the Board. Allowable expenses as approved by the Chair and CEO, incurred while attending to Board business shall be reimbursed at the prevailing county rates.
2. The PPM Unit and the WDB Coordinator, as support staff to the Board, will maintain vigilance in reviewing state and federal grant announcements and the submission of applications for all appropriate operational or services grants for the Board.
3. The Board may pursue an annual solicitation of donations, or more frequently as needed, from area businesses and organizations. These voluntary contributions may be used to defray the costs associated with any meeting or other Board expenditures that cannot be paid with applicable grant funds. These voluntary contributions are maintained in a dedicated account, which shall have reasonable fiduciary controls. The Board Chair shall provide information on expenditures, contributions, and any discretionary account balances at an appropriate general meeting of the Board. However, only Board members may request copies of standard account bank statements by writing the Board or submitting the request in writing at a regularly scheduled Board meeting.

Section D. WIOA Vendor Appeal Process

Preamble: The WIOA Title Programs and the One-Stop Partners have an established a grievance and appeal process for customers. Nothing in this paragraph diminishes or eliminates those processes of redress and nothing in the following process is applicable to customer complaints. In the event a customer contacts the WDB Chair, a WDB member or the WDB support staff with a formal complaint and request for review, the WDB Coordinator shall obtain sufficient information to direct the complainant to the appropriate authority.

In the event of the Board's vote of denial for a potential vendor of Education and Training, On-the-Job-Training, Customized Training or any other applicable provider of workforce development services which has been rejected by a WDB Committee and the Board, the potential vendor may appeal the initial decision as follows:

- (1) An executive officer of the denied organization may, in writing and within 30 days of the notification of denial, request a review of the Board's decision. In the correspondence to the Chair, the petitioner shall submit the rationale for the appeal of the initial Board decision and any pertinent facts or information which was not considered when the Board decision was made.
- (2) The Board Chair, within 30 days of receipt of the provider's letter, shall convene and preside over a special meeting of the Executive Board. The Board Chair and the Board staff support may submit documentation, finding-of-facts or informal testimony from others on the matter in question.

- (3) The potential provider may submit any supportive documentation on their rationale for the appeal which is relevant to the case.
- (4) If the Executive Board votes to uphold the initial decision of the Board, no further action shall be instituted and the initial decision will be upheld on appeal.
- (5) Should mitigating circumstances to the initial decision be found by the Executive Committee, it shall become an agenda item at the next scheduled Board meeting where a quorum is present. At that time a member of the Executive Committee will summarize their findings to the Board and request a re-vote on the issue in question. Each member present shall signify their vote and two-thirds (2/3) affirmative vote of the members present shall be required to overturn the initial Board decision.
- (6) The Board Chair will announce the results and execute the final Board action on the matter.

Section E. Board Review of Workforce Development Grants

One of the major functions and responsibilities of the Suffolk County Workforce Development Board is the oversight of workforce development within Suffolk County. The Board and its staff support, the PPM Unit, have the responsibility of review and evaluation of various workforce development grant proposals and funding requests. The Board affirmatively supports local workforce improvement initiatives from private sector business, public sector organizations, or consortiums thereof which have the goal of fulfilling employment needs, local labor market improvements, and the elimination of program service and funding duplication. Accordingly, the Board may be called upon to provide various levels of workforce proposal evaluation from letters of project support, Board review, and/or certification of a potential grant application to Board votes or resolutions on various federal or state grants.

It is the potential grant applicant's sole responsibility to submit a request for review in sufficient time and in sufficient program detail for the Board or the Board Chair to come to a disposition on the merits of the proposal. The following grant review procedures are established for the Chair to sign the documents under the following conditions:

(1) Grant Review Process

This process is the standard for any grant proposal wherein funds are requested or committed by the One-Stop Center or a Partner organization wherein staff, services, or partner participation is required and the Board is the co-signatory or approving authority. It shall be the process used when a grant application submits a grant proposal that appears duplicative of an existing WIOA provider.

- (a) The completed grant proposal must be submitted in sufficient time to the PPM Unit for a review and recommendation to the appropriate Board Committee.

- (b) The appropriate Committee shall review the grant request at a regularly scheduled meeting or via electronic methods and make their recommendation to the Board.
- (c) The Board meeting in general session shall review the recommendation of the PPM Unit and the Board Committee and vote upon the grant proposal.
- (d) Upon the approval of the Board, the Chair shall co-sign the grant or other form of grant approval commitment and cause same to be recorded in the meeting minutes.
- (e) If the Board does not approve the grant proposal, the Chair will direct the PPM Unit to notify the grant applicant, in writing, of the Board's disposition and the reasons for the denial.

(2) Workforce Development Board Certification or Specific Grant Approval

This grant process requires the Board and Board Chair to concur with grant proposal and certifies that the information is consistent with local labor market information.

- (a) The grant applicant must prepare either the full grant or a comprehensive summary of the grant proposal in sufficient detail and submit same to the PPM Unit at least ten (10) working days prior to the proposal deadline.
- (b) The PPM Unit will review the grant proposal and make a recommendation on the proposal to the Board Chair.
- (c) The Board Chair may sign the required certification form, request a Committee review, or request the Executive Committee approve the proposal prior to Board Chair signature.
- (d) The Chair shall brief the Board of the outcome of the grant proposal at the next regularly scheduled meeting.
- (e) The PPM Unit will inform the grant application of the disposition of their request.

(3) Letter of Support

A Letter of Support of the Board or WDB Director traditionally is solely a review of the grant proposal and that the proposal activity is consistent with the workforce needs or improvements within Suffolk County or the bi-county region.

- (a) The grant applicant shall submit the specific request of support and

a written grant summary in sufficient detail to the PPM Unit at least five (5) working days prior to the grant deadline.

- (b) The PPM Unit shall review the request and grant information and make a recommendation to the Chair on the matter. The PPM Unit will prepare the letter or recommendation for the Chair or advise the grant applicant of the determination on the matter.
- (c) The Chair may sign the Letter of Support and shall brief the Board of the actions taken at the next regularly scheduled meeting.

ARTICLE V. BOARD OFFICERS

Section A. Executive Officers and Nomination to Office

1. The Officers shall be the Board Chair and bilateral Vice-Chairs; one (1) from the public sector and one (1) from the private sector. The officers shall perform the duties prescribed by the Bylaws, by Federal and State Regulations, and by the parliamentary authority adopted by the Board.
2. The CEO shall submit nominations for the offices of Chair and the two (2) Vice-Chairs. Additional nominations for the positions may be submitted by any Board member, provided the nominee is a current Board member in good standing and meets the categorical requirement for the position. The Chair and Vice-Chair from the private sector shall be nominated from among the business representatives on the Board. The Vice-Chair from the public sector shall be from among the public sector or other representatives on the Board.

Section B. Election of Officers and Duties of an Officer

1. The Board Chair and both Vice-Chairs shall be elected by majority vote of the membership of the Board. Their term of office shall begin immediately upon election and shall serve for the duration of their original Board appointment.
 - (a) The Board shall have a Chair elected by the members of the Board and who shall be a representative of business. The duties shall include, but not be limited to: Conducting and directing meetings, fulfilling the capacity of chief administrative officer for the Board, acting on behalf of the Board under special circumstances, maintaining order, approving meeting dates, recommending agenda items for discussion, representing the Board with regard to other organizations, and appointing temporary or permanent committees and chairs as required.
 - (b) The Board shall have a Vice-Chair elected by the members of the Board who shall be a representative of business. The Vice-Chair shall fulfill all of the roles and duties of the Chair in the Chair's absence.
 - (c) The Board shall have a Vice-Chair elected by the members of the Board who shall be a representative of the public sector. This Vice-Chair may

assist the private sector Vice-Chair in the performance of the roles and duties of the Chair in his or her absence.

2. In the event of a vacancy occurring in the office of Chair, the Vice-Chair from the private sector shall succeed immediately to the office of Chair, and shall possess the power to perform all the duties of that office until the next scheduled meeting, at which time a new Chair shall be elected.
3. In the event of a vacancy in either office of Vice-Chair, whether through succession, death, resignation, removal, or disqualification, the office shall be filled in accordance with the applicable requirements of Sections A and B of this Article.
4. The Chair, or Vice-Chair acting in his/her place, shall preside at all meetings of the Board, unless otherwise proscribed in these Bylaws, and shall be responsible for the appointment of all committees. Either the Chair or the Vice-Chair(s) acting in his/her place shall be an ex-officio, non-voting member of all committees.

ARTICLE VI. STANDING COMMITTEES

Section A. Designation and Composition of Standing Committees

The Suffolk County Workforce Development Board may designate and direct the activities of standing committees to provide information and to assist the board in carrying out activities under this section as referenced in WIOA Section 107(b)(4)(A)(ii). In those situations, and in any other applicable requirements, they shall be governed by the same Articles of the Board Bylaws.

The Suffolk County Workforce Development Board designated the Youth Council to be formally known as the Youth Standing Committee under WIOA Section 107 (b)(4). Members of the Youth Standing Committee who are not members of the Board will be full voting members of the Youth Standing Committee, but non-voting members of the Board. Youth Standing Committee members, who are not full members of the Board, may attend Board meetings. Members shall include community-based organizations (CBOs) with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Board and may also include parents, participants and youth. The Committee is to inform and assist the Board in developing and overseeing a comprehensive youth program. They may participate in the applicable deliberations of the Board on the issues related to their Youth Standing Committee functions and make recommendations for providers of youth workforce activities through competitive grants or contracts, however, if the Board determines there is an insufficient number of eligible providers in a local area, the Board may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b).

The Suffolk County Workforce Development Board approved the creation of a Disability Standing Committee to align with WIOA which encourages local boards to actively engage with people with disabilities. Members of the Disability Standing Committee who are not members of the Board will be full voting members of the Disability Standing

Committee, but non-voting members of the Board. Disability Standing Committee members, who are not full members of the Board, may attend Board meetings.

All of the Board's standing committees and any ad hoc subcommittees shall be established at the discretion of the Board. An ad hoc subcommittee shall cease to function after completing its duties and issuing a report on their findings or recommendations to the Board Chair or membership. All standing committees shall be chaired by a Board member to perform any assignment that is of concern to the Board for a particular end or purpose. Membership on committees or subcommittees may include representatives from outside of the Board. Similarly, ad hoc subcommittee members may be composed of full, partial or non-board Board members based upon their function and assignment.

1. Standing Committees:

- (a) May include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise;
- (b) Shall be chaired by a member of the Board selected by the CEO, in the absence of the Committee Chair, any member of the Committee may assume the duties of the Chair pro tempore;
- (c) Shall provide information and assist with operational and other issues relating to the One-Stop delivery system, which may include as members representatives of the One-Stop partners;
- (d) Shall provide information and assist with planning, operational, and other issues relating to the provision of services to youth and individuals with disabilities: including issues relating to compliance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities;
- (e) May designate other standing committees in additions to the standing committees specified in the Bylaws; and
- (f) Carry out all other duties as authorized by the Chair of the Board, with regard to activities for youth and individuals with disabilities.

2. The name, address, and telephone number of each member of a committee, or subcommittee together with all papers, committee minutes, information or other data bearing on the subject or question to be considered by the committee shall be maintained by the WBD Coordinator, the Board's support staff, and the committee Chair. Documents or information on committee activities shall be

supplied to the Board membership upon request and/or at regularly scheduled Board meetings.

3. A quorum shall consist of a majority of the appointed committee members for both standing committees and ad hoc subcommittees. In the event that a quorum is not present, committee members present may transact committee business; however, committee items presented to the Board shall state whether the item represents the decision of a majority of the full committee or a consensus of committee members present at the meeting.
4. Standing committee meetings shall be made accessible to the public. Notice of such meetings, when called, shall be established by posting same in one (1) or more designated public locations or applicable web sites at least three (3) days prior to such meeting. The Board Chair shall appoint members of the committee. A designee appointed by a Board member may attend all committee meetings on behalf of the member. A Board member shall be considered "present" for all purposes of committee attendance and quorum requirements. The Board member may also vest in the designee the function of spokesperson for the member in order to present items germane to the purposes of the committee, and may vote for the member. Matters developed in a committee shall be placed on the agenda for discussion during the next Board meeting.

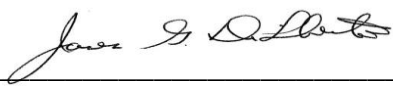
ARTICLE VII. BYLAWS AMENDMENTS

Amendments or Revisions to Bylaws

Amendments or revisions to the "Suffolk County Workforce Development Board Bylaws" may be required to maintain the smooth operation of the Board, or may arise due to changes in federally mandated requirements. The Executive Committee may review and propose any additions, revisions or deletions to these Bylaws. All proposed amendments to the bylaws shall be discussed at a general business meeting of the Board or by electronic means. After the discussion, the revised bylaws will be distributed citing the proposed changes. The approval of the amendments shall be accomplished by a two-thirds (2/3) affirmative vote of the full membership at the next WDB meeting or via email.

The Suffolk County Workforce Development Board convened on January 23, 2017, with quorum present and by way of vote to adopt the bylaws expressed herein.

The effective date of these bylaws shall be February 7, 2017.

Signature: 
James G. DiLiberto
Workforce Development Board Chair

Date: February 7, 2017